

## ON SITE PERMANENT SIGN

### PLAN REQUIREMENTS

#### SIGN PLANS REQUIRED (Sec. 25 ¼-20):

- **Attached Signs**

- **Single Occupant:**

- \_\_\_\_\_ (1) *Dimensioned building elevation* showing the position of the proposed sign in relation to the building, linear feet of the building frontage, the height of the proposed sign on the building, and all existing attached signage; and
    - \_\_\_\_\_ (2) *Dimensioned sign plan* showing the height, shape and display surface area of the proposed sign; and
    - \_\_\_\_\_ (3) *Dimensioned site plan* showing the location of the proposed sign on the site and the setbacks from the right of way.

- **Multi-Tenant Complex:**

- \_\_\_\_\_ (1) *Dimensioned building elevation* showing the position of the proposed sign in relation to the building, the linear feet of the occupant frontage, and height of the proposed sign on the building, and all existing occupant signage; and
    - \_\_\_\_\_ (2) *Dimensioned sign plan* showing the height, shape and display surface area of the proposed sign; and
    - \_\_\_\_\_ (3) *Dimensioned site plan* showing the location of the proposed sign on the site and the setbacks from the right of way.

- **Ground Signs**

- **Less than thirty-five (35) feet in height:**

- \_\_\_\_\_ (1) *Dimensioned sign plan* showing the height, shape and display surface area of the sign and the foundation of the proposed sign; and
    - \_\_\_\_\_ (2) *Dimensioned site plan* showing the street frontage, the location of the proposed sign on the site, setbacks from the rights-of-way, easements and power lines, and the spacing from all existing ground signs.

- **Greater than thirty-five (35) feet in height:**

- \_\_\_\_\_ (1) *A scaled sign plan* prepared and sealed by a registered TN engineer, showing the height, shape and display surface area of the sign and the foundation of the proposed sign, including structural specifications, details and wind load design; and
    - \_\_\_\_\_ (2) *A scaled site plan* prepared and sealed by a registered TN engineer, showing the street frontage, the location of the proposed sign on the site, setbacks from the rights-of-way, easements and power lines, and the spacing from all existing ground signs.

- **Freestanding Wall Signs and Flag Signs – See Ground Signs**

- **Outline or Strip Lighting, Canopy Signs, and Building Material Signs – See Attached Signs**

**NOTE:** Before any ground sign permit can be issued, the proposed sign location and underground utility lines shall be marked by the applicant by stake and white paint line for location approval. Contact Tennessee One-Call at 1-800-351-1111 to request utility line markings.

It is the responsibility of the applicant to request a location inspection prior to permit issuance, a footing inspection and a final inspection.

**ON-SITE PERMANENT SIGN(s)  
APPLICATION FOR PLAN REVIEW**

City of Murfreesboro  
Building & Codes Department  
P.O. Box 1139, 111 W. Vine Street  
Murfreesboro, TN 37133-1139

Telephone: (615) 893-3750  
Voice/TDD: (615) 849-2689  
Fax: (615) 848-3248  
Web site: murfreesborotn.gov

Project Address: \_\_\_\_\_ Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Sign Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CLASS OF WORK:** \_\_\_\_\_ New \_\_\_\_\_ Alteration \_\_\_\_\_ Relocation \_\_\_\_\_ Demolition

**VALUATION OF WORK:** \$ \_\_\_\_\_

**TENNESSEE ONE CALL #:** \_\_\_\_\_

**USE OF BUILDING(S) AND ZONING CLASSIFICATION GROUP(S):**

\_\_\_\_\_ **Residential Zone (RS, RD, RM-12, RM-16, RM22, RZ, PRD and PUD Districts)**

- \_\_\_\_\_ Home Occupation
- \_\_\_\_\_ Bed & Breakfast Inn
- \_\_\_\_\_ Commercial or Noncommercial

\_\_\_\_\_ **Commercial Zone (OG, CM, CL, P, CM, R, CM, RS, 8 and PND Districts)**

- \_\_\_\_\_ Single Tenant
- \_\_\_\_\_ Multi-Tenant Complex

\_\_\_\_\_ **Commercial Zone (Central Business District)**

- \_\_\_\_\_ Single Tenant
- \_\_\_\_\_ Multi-Tenant Complex

\_\_\_\_\_ **Commercial or Industrial Zone (CH, H-I, L-I, CF, PCD, and PID Districts)**

- \_\_\_\_\_ Single Tenant
- \_\_\_\_\_ Multi-Tenant Complex - Separate Outside Entrances
- \_\_\_\_\_ Multi-Tenant Complex - Common Outside Entrances

\_\_\_\_\_ **Overlay Zone ( BP and GDO – 2)**

- \_\_\_\_\_ Single Tenant
- \_\_\_\_\_ Multi-Tenant Complex - Separate Outside Entrances
- \_\_\_\_\_ Multi-Tenant Complex - Common Outside Entrances

\_\_\_\_\_ **Overlay Zone (GDO – 1, 3 and 4)**

- \_\_\_\_\_ Single Tenant
- \_\_\_\_\_ Multi-Tenant Complex - Separate Outside Entrances
- \_\_\_\_\_ Multi-Tenant Complex - Common Outside Entrances

**USE OF SIGN(S):**

- ☐ Tenant Sign
- ☐ Complex Sign
- ☐ Development ID
- ☐ Building Identification Sign (GDO 1, 3 Overlay Zones Only)
- ☐ Routing Sign (GDO 1, 3 Overlay Zones Only)
- ☐ Theater Sign
- ☐ Interstate On-Site Sign
- ☐ Flag Sign (Hoisted on Flag Pole)

**TYPE OF SIGN(s):**

- ☐ Attached
- ☐ Ground
- ☐ Freestanding Wall Sign
- ☐ Outline Lighting
- ☐ Strip Lighting
- ☐ Canopy Sign
- ☐ Building Material Sign

**ILLUMINATION** (Electrical Permit required): ☐ YES ☐ NO

- ☐ Internally
- ☐ External (Indirect)
- ☐ Push Thru
- ☐ Reverse Channel Letters
- ☐ Channel Letters

**Description of sign(s) proposed (Size, height, etc.):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

---

---

**FOR OFFICE USE ONLY**

*Staff Comments/Conditions:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**\* \* \*Plan Review Application Can Not Be Accepted Without Required Plans – See Page 3 \* \* \*** Signs located in the GDO and Planned Districts may require additional plans as determined by the Planning Commission.

A copy of the sign ordinance can be downloaded from the City of Murfreesboro web-site:  
[murfreesborotn.gov](http://murfreesborotn.gov).

Applications may be transmitted electronically to Phillip Moore – [pmoore@murfreesborotn.gov](mailto:pmoore@murfreesborotn.gov) or Amelia Kerr – [akerr@murfreesborotn.gov](mailto:akerr@murfreesborotn.gov) (GDO Zone application).